

PART-CAO APPROVAL RECOMMENDATION REPORT**EASA FORM 613****Part 1: General****Name of organisation and approval reference:** **XXXXXXXXX** **EE.CAO.00xx****Audit period:** **From:** **mm.yyyy to: mm.yyyy.**

Date(s) of audit	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.
Audit reference:				
Address of facility audited:				
Requested approval rating:				
Form 2 dated	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.
Person(s) interviewed:				
Competent authority inspector(s):				
Date of EASA Form 613 Part 1 General completion	Klõpsake kuupäeva sisestamiseks	Klõpsake kuupäeva sisestamiseks	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.

Competent authority office: Estonian Transport Administration, Technical Department of Aviation Division

Part 2: Part-CAO Compliance Audit Review

C - In compliance; F – Finding; R – Remark/Recommendation; N/A – Not applicable; N/R – Not reviewed; IC – Implementation check

Point	Subject	Audit ref.:	Audit ref.:	Audit ref.:	Audit ref.:
CAO.A.017	Means of compliance	-	-	-	-
CAO.A.020	Terms of approval	-	-	-	-
CAO.A.025	Combined airworthiness exposition (see Part 3)	-	-	-	-
CAO.A.030	Facilities	-	-	-	-
CAO.A.035	Personnel requirements	-	-	-	-
CAO.A.040	Certifying staff	-	-	-	-
CAO.A.045	Airworthiness review staff	-	-	-	-
CAO.A.050	Components, equipment and tools	-	-	-	-
CAO.A.055	Maintenance data and work orders	-	-	-	-
CAO.A.065	Aircraft certificate of release to service	-	-	-	-
CAO.A.070	Component certificate of release to service	-	-	-	-
CAO.A.075	Continuing airworthiness management	-	-	-	-
CAO.A.080	Continuing-airworthiness management data	-	-	-	-
CAO.A.085	Airworthiness review	-	-	-	-
CAO.A.090	Record-keeping	-	-	-	-
CAO.A.095	Privileges of the organisation	-	-	-	-
CAO.A.100	Quality system and organisational review	-	-	-	-
CAO.A.105	Changes to the organisation	-	-	-	-
Competent authority inspector(s):		Vali	Vali	Vali	Vali
Competent authority office: Estonian Transport Administration Technical Department of Aviation Division					

Part 3: Compliance with the combined airworthiness exposition (CAE)

C - In compliance; F – Finding; R – Remark/Recommendation; N/A – Not applicable; N/R – Not reviewed; IC – Implementation check

Part A	GENERAL DESCRIPTION	Audit ref.:	Audit ref.:	Audit ref.:	Audit ref.:
A.1	Statement by the accountable manager	-	-	-	-
A.2	General presentation of the organisation	-	-	-	-
A.3	Description and location of the facilities	-	-	-	-
A.4	Scope of work	-	-	-	-
A.5	Exposition amendments and changes to the organisation	-	-	-	-

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A.6	Procedure for alternative means of compliance	-	-	-	-
A.7	Management personnel				
A.8	Organisation chart				
A.9	Manpower resources				
A.10	List of certifying staff				
A.11	List of staff responsible for the development and approval of the AMP				
A.12	List of airworthiness review staff				
A.13	List of staff responsible for the issuance of permits to fly				

Part B GENERAL PROCEDURES

B.1	Quality (or organisational review) system	-	-	-	-
B.2	Audit plan (or frequency and content of organisational review)	-	-	-	-
B.3	Monitoring of maintenance contracts	-	-	-	-
B.4	Qualification, assessment and training of staff	-	-	-	-
B.5	One-off certification authorisation	-	-	-	-
B.6	Limited certification authorisation	-	-	-	-
B.7	Subcontracting	-	-	-	-
B.8	Maintenance data and continuing airworthiness management data	-	-	-	-
B.9	Records management and retention	-	-	-	-
B.10	Carrying out the airworthiness review	-	-	-	-
B.11	Conformity with approved flight conditions	-	-	-	-
B.12	Issue of the permit to fly				

Part C MAINTENANCE PROCEDURES

C.1	Maintenance — general	-	-	-	-
C.2	Work order acceptance	-	-	-	-
C.3	Components, equipment, tools and material (supply, acceptance, segregation, storage, calibration, etc.)	-	-	-	-
C.4	Maintenance facility (selection, organisation, cleanliness and environmental limitations)	-	-	-	-
C.5	Maintenance accomplishment and maintenance standards	-	-	-	-
C.6	Prevention of maintenance error	-	-	-	-

C.7	Critical maintenance tasks and error-capturing method				
C.8	Fabrication				
C.9	Certifying staff responsibilities and maintenance release				
C.10	Defects arising during maintenance				
C.11	Maintenance away from approved location				
C.12	Procedure for component maintenance under aircraft or engine rating				
C.13	Procedure for maintenance on installed engine (or component) under engine (or component) rating				
C.14	Special procedures (specialised tasks, non-destructive testing (NDT), engine running, etc.)				
C.15	Issue of ARC under maintenance privilege				

Part D CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

D.1	Continuing airworthiness management — general	-	-	-	-
D.2	MEL (and CDL) application	-	-	-	-
D.3	AMP development, control and periodic review	-	-	-	-
D.4	Airworthiness directives and other mandatory airworthiness requirements				
D.5	Modifications and repairs				
D.6	Pre-flight inspection				
D.7	Defects				
D.8	Establishment of contracts and work orders for the maintenance				
D.9	Coordination of maintenance activities				
D.10	Mass and balance statement				
D.11	Issue of ARC or ARC recommendation				
D.12	ARC extension				
D.13	Maintenance check flights				

Part E SUPPORTING DOCUMENTS

E.1	Sample documents	-	-	-	-
E.2	List of subcontracted organisations	-	-	-	-
E.3	List of organisations contracted by the CAO	-	-	-	-
E.4	Aircraft technical log system (if applicable)	-	-	-	-
E.5	List of the currently approved alternative means of compliance	-	-	-	-
E.6	Copy of contracts for subcontracted continuing airworthiness tasks	-	-	-	-

CAE Reference:

CAE Amendment:

Competent authority audit staff. Signed digitally by:

Vali

Competent authority office: Estonian Transport Administration Technical Department of Aviation Division

Part 4: Findings regarding Part-CAO compliance status

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings must be copied in writing to the organization for the necessary corrective action.

Audit reference:

No	Part 2 or 3 ref.	Finding	Level	Corrective Action Due Date	Date Closed	Reference

Notes and proposals:**Audit reference:**

No	Part 2 or 3 ref.	Finding	Level	Corrective Action Due Date	Date Closed	Reference

Notes and proposals:**Audit reference:**

No	Part 2 or 3 ref.	Finding	Level	Corrective Action Due Date	Date Closed	Reference

Notes and proposals:**Audit reference:**

No	Part 2 or 3 ref.	Finding	Level	Corrective Action Due Date	Date Closed	Reference

Notes and proposals:

Part 5: M.A. Subpart G approval or continued approval or change recommendation

Name of organization and approval reference:

Date of recommendation:	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.
The following Part-CAO terms of approval is recommended for this organisation:				
It is recommended that the Part-CAO terms of approval specified in EASA Form 3-CAO should be continued.				
Name and signature of recommending competent authority inspector (signed digitally:	Vali	Vali	Vali	Vali
Form 613 review performed by:	Vali	Vali	Vali	Vali
Date of review:	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.	Klõpsake kuupäeva sisestamiseks.

This administrative act may be challenged by sending a challenge to Estonian Transport Administration (Valge 4, 11413, Tallinn, phone +372 620 1200) within 30 days starting from the date of becoming aware of the administrative act.